

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Administration Committee Minutes

February 5, 2004

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by the Chairperson, Mayor Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:42 a.m.

Committee Members Present:

Mayor William Alexander	City of Rancho Cucamonga
Mayor Pro-Tem Harry Baldwin	City of San Gabriel
Councilmember Ron Bates	City of Los Alamitos
Mayor Richard Dixon	City of Lake Forest
Mayor Lee Ann Garcia	City of Grand Terrace
Mayor Pro-Tem Sandy Jacobs	City of El Segundo
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Mayor Bev Perry	City of Brea
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Mayor Pro Tem Bea Proo	City of Pico Rivera
Mayor Ron Roberts	City of Temecula
Councilmember Toni Young	City of Port Hueneme

Committee Members Absent:

Mayor Pro-Tem Mike Dispenza	City of Palmdale
Councilmember Alta Duke	City of La Palma
Councilmember Keith McCarthy	City of Downey
Supervisor Judy Mikels	County of Ventura
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Sidney Tyler	City of Pasadena
Councilmember Dennis Washburn	City of Calabasas
Councilmember Bob Yousefian	City of Glendale

Staff Present:

Bert Becker	Chief Financial Officer
Ed Paul	Internal Auditor
Charlie Wagner	Acting Manager of Finance

Others Present:

Zahi Faranesh	SCAG
Ty Schuilling	SANBAG
Sondra Balmir	FTA/FHWA
Catherine McMillan	CVAG

Others Present:

Jacki Bacharach
David Sosa

SBCCOG/VCOG
Caltrans

2.0 PUBLIC COMMENT PERIOD

None

3.0 CONSENT CALENDAR

The Consent Calendar was MOVED (Councilmember Toni Young), SECONDED (Mayor Pro-Tem Harry Baldwin) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Approval of December 4, 2003 Minutes

3.1.2 Approval of Contracts

- Darnell & Associates
- Dowling Associates, Inc.
- Leachman & Associates, LLC

3.1.3 Approve 2004 Annual Membership Dues for AMPO of \$18,750

3.1.4 Approve Membership Request for the U.S./Mexico Border Counties

3.2 Receive & File

3.2.1 Contracts & PO's between \$5,000-\$25,000

3.2.2 Conflict of Interest Listing

3.2.3 Summary of Key Issues and Actions Taken by the Policy Committees in December

4.0 ACTION ITEMS

4.1 Administration Committee Report

4.1.1 Amendment to the Ten Year Strategic Plan

The item was MOVED (Councilmember Toni Young), SECONDED (Mayor Lee Ann Garcia) and UNANIMOUSLY APPROVED.

4.1.2 Execution of MOU with the City of Los Angeles to Develop Travel Demand Simulation Model

Mayor Bea Proo asked if the dollar figure on page 30 should be \$400,000.

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Jim Sims clarified that the figure should read \$400,000.

The item was MOVED (Councilmember Toni Young), SECONDED (Councilmember Ron Bates) and UNANIMOUSLY APPROVED.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Bert Becker stated that SCAG is showing improvement in its cash position. SCAG is utilizing the line of credit less, saving approximately \$34,000 in interest. Since SCAG is no longer utilizing the Caltrans Rapid Pay Program, we have saved \$15,000 through January. Total savings between the two is approximately \$50,000 to date.

Next month staff will bring the rate proposal for member rates to the Committee for consideration. The recommendation will be for a 10% increase as required by the Audit Resolution Plan/Finance Plan. If the Committee does not adopt the 10% increase, there is a provision that allows for an automatic CPI increase in the rates, approximately 1.9 or 2.0%.

Bert Becker informed the Committee that SCAG is negotiating with our Application Service Provider for SAP processing off-site to reduce their rate of \$22,000 per month. A competitor has offered the same service for less.

The Audit/Best Practices Subcommittee will meet on February 18, 2004. We have invited Caltrans Audit Staff, Maura Twomey and Michelle Gallagher, to attend. The purpose is to discuss our relationship, to talk about our high-risk designation, to discuss the next audit they will be doing, and to let them know of the interest of our Regional Council. The FMO audit will also be discussed.

6.0 FUTURE AGENDA ITEMS

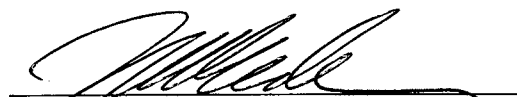
- Calendar

7.0 ANNOUNCEMENTS

There will not be a meeting in January. The next meeting is scheduled for February 5, 2004.

8.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 9:23 a.m.



Bert Becker, Chief Financial Officer
Staff to the Administration Committee